

**MINUTES OF A SPECIAL MEETING OF THE GRANTSVILLE CITY
COUNCIL HELD JANUARY 14, 2004.**

Mayor and Council Present: Mayor Byron Anderson, Council Members: Robin Baird, Wayne Butler, Todd Castagno, James Christensen, and Paul Rupp.

Appointed Officers and Employees Present: City Recorder Wendy Palmer, Treasurer Susan Gustin, Zoning Administrator Shauna Kertamus, Cemetery/Utility Specialist JoAnn Hanson.

Citizens and guests present: None

COUNCIL ASSIGNMENTS: Mayor Anderson asked to make the Council Assignments prior to the Get aquatinted portion of this agenda. Mayor asked that:

- a. James Christensen is over special project and the downtown/trailer court projects.
- b. Wayne Butler to oversee capital facilities projects and plan.
- c. Paul Rupp to do just what he has been doing with the historical preservation and city celebrations and added Water issues like the USGS study and Rural Water Association. Mayor informed Paul that Ron Griffin has been attending all of the USGS meetings and could help him get caught up.
- d. Todd Castagno to be the Council Liaison to the Planning Commission.
- e. Robin Baird to take care of special projects, parks and recreation.

James asked the Mayor whom would we contact concerning maintenance issues for roads, parks and such. Mayor stated that he and Joel would manage day to day operations and then special projects would fall to Wayne and Robin. The ideal thing would to talk with Joel first and then if Joel needs further guidance he has always been great to call me and we will go over things together.

Get Acquainted with City Policies and Employees: Mayor Anderson asked Recorder Palmer to give a description of her responsibilities:

Recorder Wendy Palmer: As City Recorder I am responsible for city records and public documents, I record accurate minutes of City Council meetings and special meetings, Redevelopment Meetings, and Taxing Entity Meetings. I post public notices in compliance with State Law. I prepare packets of material for all regular and special City Council meetings, Redevelopment Meetings, and Taxing Entity Meetings. I file, maintain and certify all ordinances and resolutions into city code. I maintain Grantsville City web site and respond to all inquires received from the web site. I administer oath of office for public officials and maintain file. I coordinate and process city elections. I am the office manager for the city office, justice court and library and Ordinance Enforcement Officer. Develop and maintain budgets with the advice and consent of the Mayor and Council including capital facilities plan. I Countersign and maintain contracts and checks. I am responsible for grant writing and grant administration. (I would like to add: Currently I am managing CDBG Grant, Safe Sidewalk Grant, Historical Commission Grant for the repair of Museum. I have an application waiting for approval for water line from Main to Cherry on Center Street \$200,000. I code all invoices that are presented to the Council for payment, code and enter all manual checks. I am crossed trained on cash receipting, accounts payable, utility management, cemetery, building permits, zoning, payroll, and City Treasurer requirements for movement of funds. Other duties as assigned.

Susan Gustin, Treasurer/Human Resources: Management and reconciliation of cash accounts for the city. Calculate reimbursements to accounts for special projects expenses. Collection of returned checks and counter signs check for the city. Manage health benefits, workman's comp, retirement, 401k, and cafeteria programs. Performs and maintains payroll and benefit records for the city. Inform department heads of annual employee step increase evaluation schedule, leave accumulations, families medical leave information. Administration of employee appreciation programs, and safety reimbursement program. Maintains and updates employee policies and procedure manual, and personnel files. Administers the Employee drug and alcohol-testing program, assists office manager. And other duties as assigned. Crossed trained on cash receipting, Utilities, accounts payable, cemetery, building permits, zoning.

JoAnn Hanson, Cemetery/Utility/Accounts Payable Specialists: JoAnn explained that she prepares work order to set meters, deliver garbage cans assigns account numbers and enter billing information for the utility accounts. Performs utility billing; assigns purchase orders; prepares billings of special improvement district; sewer works; prepares accounts payable for payment of invoices and running of checks. Balance the cash receipting; administer the cut permit for city streets and applies for permits with UDOT; maintains and manages cemetery records, makes sell for cemetery plot of ground, provides back up for office coordinator as required. In addition, other duties as assigned. Cross-trained on cash receipting, building permits, some zoning.

Mayor left at 6:00 p.m.

Shauna Kertamus – Zoning Administrator: Maintain accurate minutes and prepares packets for Planning Commission and Board of Adjustment meetings. Preparation of meeting agenda and required public notices for Planning Commission and Board of Adjustments. Presents agenda items at Planning Commission meetings. Preparation and approval of Conditional Use Permits as provided by ordinance. Follow up on violation and organize hearings. Custodian of subdivision plats and process. Review site plans for building permits, review plot plan and zoning requirement to insure compliance, report preparation and other correspondence related to business licenses. Assign addresses to new lots, Duties as related to nuisance ordinance, back up office staff positions as needed. Work with developers to design and ensure accuracy of subdivision plats, billing and tracking of payment for subdivisions, bonding, and off site inspections. Type manual checks, update zoning ordinances, books and maps. In addition, other duties as assigned. Crossed trained on Cash Receipting, Building permits, Cemetery, Utilities.

Gloria Kerby – Office Coordinator: Recorder Palmer informed the Council and Mayor that Gloria was unable to attend tonight’s meeting but her responsibilities consist of receptionist, cashier, handles incoming and outgoing calls, handles and distributes mail, collects money for business and dog licenses, fines, building permit and utility bills. Issues and maintains building permits collect and track approved recovery rights, sets up inspections with building inspectors as necessary and calculates pay for inspectors based on inspections performed. Substitutes for City Recorder and Zoning Administrator when necessary to handle meetings. Maintains inventory and orders supplies for city offices and maintenance department for office items. In addition, other duties and assigned Crossed trained on utility management, some zoning, and conditional use permits.

Wayne left at 6:20 p.m.

James brought out that he felt that the community has grown and the office staff has not grown with it. James stated that the Council has been discussing implementing a full time manager or mayor. Recorder Palmer interrupted by stating that if the office staff is over worked and you add an administrator I don’t believe that helps the workload on the office staff. An administrator/manager will not do cash receipting, utility billing, accounts payable, payroll or building permits let alone answer phones. Managers create workload on the office staff.

Robin Baird suggested an idea that is working well in his company. They have an employee that spends 2 hours each day helping 4 employees. This way everyone gets a little bit of help and the employee is crossed trained in the absence of one of the other employees. Recorder Palmer stated that she was hoping to redesign the front desk area of the office to see if she could make a more user friendly area for everyone to be able to pitch in and help when needed. Robin asked Recorder Palmer what an entry-level employee would cost. Recorder Palmer stated that she would get those figures to him for his review.

ADJOURN: James made the motion to adjourn at 6:45 p.m. Robin seconded the motion. All voted in favor, motion carried.

Wendy Palmer, City Recorder

Byron Anderson, Mayor